

Business Continuity Plan

Organisation	[Name]	Plan owner	[Name, role]
Version / date	[1.0 / Date]	Next review	[Date]

1. Purpose and scope

This plan describes how [Organisation] will continue or restore its critical activities after a disruptive incident. It covers [sites/teams/services] and excludes [exclusions].

2. Plan activation

The plan may be activated by [names/roles] when an incident is expected to disrupt a critical activity for longer than its recovery time objective.

Role	Name	Deputy	Phone
Incident lead			
Communications			
IT recovery			
Operations			

3. First actions checklist

- ☐ Ensure everyone is safe and accounted for
- ☐ Assess the incident and likely duration
- ☐ Decide whether to activate the plan and record the time
- ☐ Start the call tree
- ☐ Brief staff, customers and suppliers using the communication plan
- ☐ Start the incident log

4. Critical activities and recovery strategies

Critical activity	RTO	Minimum resources	Workaround / recovery strategy	Owner

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5. Communication

Staff: [channel]. Customers: [channel]. Suppliers: [channel]. Media enquiries go to [name].

6. Return to normal

The incident lead confirms when normal operations can resume, arranges a debrief within [5] working days, and updates this plan.

7. Maintenance

This plan is reviewed every [12] months and after any activation, exercise or major change.

Incident log

[illegible]

